

Carole

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MEMORANDUM NOTE DE SERVICE



Department of Finance
Canada

Ministère des Finances
Canada

TO ➡ Paul Rochon

Memo to Deputy Minister
(VERY LIMITED distribution) -
FOR INFO
DMO.....Orig. + 4
Assoc. DM & G7 Deputy 1
Associate DM 1

FROM
DE

Edward Poznanski

[Signature]
18 Mar 18

SUBJECT
OBJET

Language Training Contract

Security classification	Classification de sécurité
UNCLASSIFIED (Very limited distribution)	
Originator	Auteur
Carl Bamji	
Our file	Notre référence
2018FIN470437	
Your file	Votre référence
Date	
MAR 22 2018	

For Action. Your signature is required by March 23, 2018

Your signature is required on the attached language training contract prepared for Ms. Ava Yaskiel.

A teacher from Graybridge Malkam, the language training provider, will be coming onsite to provide language training services to Ms. Yaskiel on a part-time basis between April 1 and June 30, 2018.

The cost of this training is approximately \$988.00 (excluding taxes), based on [redacted] of training at [redacted]. These costs are to be funded by the budget of the Deputy Minister's Office.

Once signed, the contract will be sent back to Graybridge Malkam for signature so that the arrangements can be finalized.

Assistant Deputy Minister: Edward Poznanski – (613) 369-3595
Director General: Janelle Wright – (613) 369-3499

Canada



Department of Finance
Canada

Ministère des Finances
Canada

Ottawa, Canada
K1A 0G5

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Loi sur l'accès à l'information

LETTER OF AGREEMENT

March 16, 2018

Graybridge Malkam
1309 Carling Avenue, Suite 5
Ottawa, ON K1Z 7L3

Dear Ms. [REDACTED]

This Letter of Agreement states the terms of reference between Graybridge Malkam and the Department of Finance Canada wherein your firm agrees to provide French language training services to Ava Yaskiel on a part-time basis.

The period of this agreement shall be from April 1 to June 30, 2018. The Department agrees to pay your firm up to a maximum of \$988.00 (excluding taxes) for your services, based on [REDACTED] of training at [REDACTED] per hour.

Would you please submit your invoice electronically, on a monthly basis (quoting contract #8021122) to:

Carolyne Gougeon, carolyne.gougeon@canada.ca

It is agreed that you shall treat as confidential and shall not disclose, during as well as after the terms of this Agreement, any confidential information, records or documents which you may obtain as a result of this Agreement.

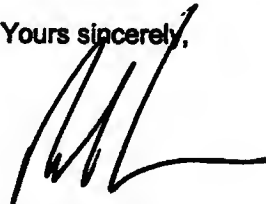
It is also agreed that no member of the House of Commons shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

It is further agreed that this is a contract for the performance of a service and you are engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither yourself nor any of your personnel is engaged by the contract as an employee, servant or agent of Her Majesty. You agree to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment Insurance, Workmen's Compensation, or income Tax.

Canada

If the foregoing is acceptable to you, please sign and return a copy of this
letter at your earliest convenience.

Yours sincerely,



Paul Rochon
Deputy Minister

Date

Graybridge Malkam

6021122
Commitment No.

Nicholas Plettenberg-Dussault
Commitment of Funds under
Section 32 of the FAA



CONTRACT REQUEST FORM

NOTE: A completed scanned electronic copy of the form is to be sent to the fin.contracts-contrats.fin@canada.ca

- All questions must be answered in full.
- Attachments may be included where necessary.

Have you consulted with a contracting and procurement officer regarding your requirement prior to completing this form?

☒ Yes

☐ No

If "yes", indicate name: Nicholas Plattenburg-Dussault

PART 1 - CLIENT CONTACT INFORMATION

a) Client contact	Branch	Division
Carolyn Gougeon	Deputy Minister's Office	
b) Fund centre manager name	Title	Telephone number
Paul Rochon	Deputy Minister	613-369-4434
Branch	Division	
CSB	HR	

PART 2 - CONTRACT DETAILS

a) Provide a short description of the services	Statement of Work attached
To provide part-time individual French language training services to Associate Deputy Minister, Ava Yaskiel.	<input type="radio"/> Yes <input checked="" type="radio"/> No
b) Proposed start and end dates	c) Desired procurement process
April 1, 2018 to June 30, 2018	<input type="radio"/> Competitive <input checked="" type="radio"/> Non-competitive

PART 3 - GENERAL CONSIDERATIONS

a) Have you considered using existing Standing Offers or Supply Arrangements?	<input type="radio"/> Yes <input checked="" type="radio"/> No
b) Is this an ongoing requirement or a continuation of an existing project? (If "yes", please elaborate)	<input type="radio"/> Yes <input checked="" type="radio"/> No
c) Do you foresee any amendments to the proposed request?	<input type="radio"/> Yes <input checked="" type="radio"/> No
d) Have Aboriginal suppliers been considered?	<input type="radio"/> Yes <input checked="" type="radio"/> No
e) Have environmental considerations been taken into account?	<input checked="" type="radio"/> Yes <input type="radio"/> No
f) Were alternatives to contracting considered (e.g. staffing) considered? (If "yes", please elaborate)	<input type="radio"/> Yes <input checked="" type="radio"/> No
g) Why can this work not be performed by an employee?	



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MEMORANDUM NOTE DE SERVICE

Security classification: Classification de sécurité

**UNCLASSIFIED (Very limited
distribution)**

Originator: Auteur

Carl Bamji

Our file: Notre référence

2018FIN470437 - REVISED

Your file: Votre référence

Date

APR 23 2018

TO
À **Paul Rochon**

**Memo to Deputy Minister
(VERY LIMITED distribution) -
FOR ACTION**

Original kept at Branch for action
DMO.....4
Assoc. DM & G7 Deputy 1
Associate DM 1

FROM
DE **Edward Poznanski**


17 Apr 18

SUBJECT
OBJET **Language Training Contract**

For Action. Your signature is required by April 24, 2018

Your signature is required on the revised attached language training contract prepared for Ms. Ava Yaskiel. The revision is necessary because training dates have changed.

Once signed, the contract will be sent to Graybridge Malkam for signature so that the contract can be finalized.

Assistant Deputy Minister: Edward Poznanski – (613) 369-3595
Director General: Janelle Wright – (613) 369-3499

Canada



Department of Finance Canada Ministère des Finances Canada

Ottawa, Canada
K1A 0G5

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Loi sur l'accès à l'information

LETTER OF AGREEMENT

April 12, 2018

Graybridge Malkam
1309 Carling Avenue, Suite 5
Ottawa, ON K1Z 7L3

Dear Ms. [REDACTED]:

This Letter of Agreement states the terms of reference between Graybridge Malkam and the Department of Finance Canada wherein your firm agrees to provide French language training services to Ava Yaskiel on a part-time basis.

The period of this agreement shall be from April 27 to July 20, 2018. The Department agrees to pay your firm up to a maximum of \$570.00 (excluding taxes) for your services, based on [REDACTED] of training at [REDACTED] per hour.

Would you please submit your invoice electronically, on a monthly basis (quoting contract #6021122) to:

Carolyn Gougeon, carolyn.gougeon@canada.ca

It is agreed that you shall treat as confidential and shall not disclose, during as well as after the terms of this Agreement, any confidential information, records or documents which you may obtain as a result of this Agreement.

It is also agreed that no member of the House of Commons shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

It is further agreed that this is a contract for the performance of a service and you are engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither yourself nor any of your personnel is engaged by the contract as an employee, servant or agent of Her Majesty. You agree to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment Insurance, Workmen's Compensation, or Income Tax.

Canada

If the foregoing is acceptable to you, please sign and return a copy of this
letter at your earliest convenience.

Yours sincerely,



Paul Rochon
Deputy Minister

Date

Graybridge Malkam

6021122
Commitment No.

Nicholas Plettenberg-Dussault
Commitment of Funds under
Section 32 of the FAA



Department of Finance
Canada

Ministère des Finances
Canada

For Signature by / Information of À signer par / Pour l'information de	
Paul Rochon	
Prepared by (name/initials/division) Préparé par (nom/initiales/division)	
Carl Bamji	
In consultation with (name/initials/branch(es)/division(s)) En consultation avec (nom/initiales/direction(s)/division(s))	
Melanie Moore	
Approved by / Approuvé par	
Director Directrice / Directeur	Danielle Dubé <i>ADU</i> 2018-04-13/2018-04-17
Director General Directrice générale / Directeur général	Janelle Wright <i>ADU</i> on behalf of JW 2018-04-13/2018-04-17
Associate Assistant Deputy Minister Sous-ministre adjoint Délégué	
Assistant Deputy Minister Sous-ministre adjoint	Edward Poznanski <i>EP</i> 17 Apr 18
Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7	Rob Stewart
Associate Deputy Minister Sous-ministre déléguée	Ava Yaskiel
Deputy Minister Sous-ministre	Paul Rochon
Remarks / Remarques:	
SUBJECT / OBJET: Language training contract	
File no. / No de dossier 2018FIN 470437 (Revised)	Date APR 23 2018

Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant (Sign on behalf of DM) du Canada au G7 (Signer au nom du SM)	<input type="checkbox"/>
Associate Deputy Minister Sous-ministre déléguée (Sign on behalf of DM) (Signer au nom du SM)	<input type="checkbox"/>
Assistant Deputy Minister Sous-ministre adjoint(e) (Sign on behalf of DM) (Signer au nom du SM)	<input type="checkbox"/>

PART 4 — OWNERSHIP OF INTELLECTUAL PROPERTY (IP)

The intent of the Treasury Board Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts is to ensure that wherever possible, IP rights remain with the contractor. However, if a justification can be made under Section 6 or 8 of the policy, the rights may be retained by the Crown.

Who will own the intellectual property created by the contractor under this contract?

☐ Contractor ☐ Crown ☒ IP not applicable

(If "Crown", identify which exception under Section 6 or 8 of the policy will be used as the justification.)

PART 5 — SECURITY INFORMATION

Determine which one of the following levels of security screening requirements, based on the sensitivity of the information that needs to be accessed in performing the duties of the contract, is required for this contract. Security Services Division can be consulted by email at Services - FIN Security/Sécurité.

☐ Reliability status ☐ Confidential ☐ Secret ☐ Top secret ☒ N/A

PART 6 — FORMER PUBLIC SERVANT (if applicable)

Contractor must be aware of the provisions of the Financial Administration Act (FAA) regarding former public servants. This will be a condition of the contract. A former public servant is defined as a person who has been employed by the Government of Canada, including the Public Service of Canada, the Canadian Armed Forces, or a former member of the Royal Canadian Mounted Police.

a) Is a proposed contractor a former public servant? ☐ Yes ☒ No

b) If "yes", is he or she in receipt of a Government pension? ☐ Yes ☒ No

From which department/agency did the contractor retire?

Date of retirement (yyyy/mm/dd)

Annual salary at retirement

Classification level at retirement

Current annual superannuation (excluding CPP)

PART 7 — ASSESSMENT OF EMPLOYER/EMPLOYEE RELATIONSHIP

Whether a contractor is an employer or employee is determined by the nature of the relationship between the contractor and the department. The contractor must be aware of the provisions of the Employment Act of the Government of Canada regarding the distinction between an employer and an employee. Please answer the following questions to ensure no employer/employee relationship will exist.

a) Will the department exercise any supervisory control over the contractor not only in achieving the objective but also with respect to how the work is carried out? ☐ Yes ☒ No

b) Will the department provide any tools or facilities to enable the contractor to execute the contract? ☐ Yes ☒ No

c) Will the contractor be expected to have the same working hours as the employee(s)? ☐ Yes ☒ No

PART 8 — TRAVEL

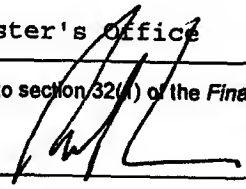
Is any travel anticipated in this contract? ☐ Yes ☒ No


For all travel expenses, the Supplementary Checklist for Contractor Travel must be completed and submitted with this form. Please check off if attached. ☐ Yes ☐ No

PART 9 — CONTRACT VALUE

Professional fees	\$ 988.00
Taxes (i.e. HST)	\$ 128.44
Subtotal	\$ 1,116.44
Travel amount (taxes included) will be paid pursuant to Treasury Board Travel Directive	\$ 0
Expenses amount (taxes included)	\$ 0
Total cost of contract	\$ 1,116.44

PART 10 — FINANCIAL COMMITMENT AND CONTRACT AUTHORIZATION INFORMATION

Fund centre 900201	Program activity 6401	Order number (if applicable)
Fund centre manager's name Paul Rochon	Title Deputy Minister	
Branch Deputy Minister's Office	Division	
Certified pursuant to section 32(4) of the Financial Administration Act (FAA)		
Signature 		Date March 22, 2018

 Department of Finance Canada Ministère des Finances Canada	
For Signature by / Information of À signer par / Pour l'information de	
Paul Rochon	
Prepared by (name/initials/division) Préparé par (nom/initiales/division)	
Carl Bamji	
In consultation with (name/initials/branch(es)/division(s)) En consultation avec (nom/initiales/direction(s)/division(s))	
Melanie Moore	
Approved by / Approuvé par	
Director Directrice / Directeur	Danielle Dubé <i>ADQ</i>
Director General Directrice générale / Directeur général	Janelle Wright <i>2018-03-20</i>
Associate Assistant Deputy Minister Sous-ministre adjoint délégué	
Assistant Deputy Minister Sous-ministre adjoint	Edward Poznanski <i>21 Mar 18</i>
Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7	Rob Stewart
Associate Deputy Minister Sous-ministre déléguée	Ava Yaskiel
Deputy Minister Sous-ministre	Paul Rochon
Remarks / Remarques:	
SUBJECT / OBJET: Language Training Contract	
File no. / No de dossier	Date
2018FIN 470437	MAR 21 2018

Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7	(Sign on behalf of DM) (Signer au nom du SM)	<input type="checkbox"/>
Associate Deputy Minister Sous-ministre déléguée	(Sign on behalf of DM) (Signer au nom du SM)	<input type="checkbox"/>
Assistant Deputy Minister Sous-ministre adjoint(e)	(Sign on behalf of DM) (Signer au nom du SM)	<input type="checkbox"/>